

SECTION 01332

E-BUILDER PROJECT MANAGEMENT SYSTEM REQUIREMENTS

PART 1 GENERAL

1.1 DESCRIPTION

- A. This section specifies e-Builder, a comprehensive Project and Program Management system that shall be used for managing documents, communications, and costs for the contract/project. This web based application is a collaboration tool, which will allow all project team members continuous access through the Internet to important project data as well as up to the minute decision and approval status information. E-Builder includes extensive reporting capabilities to facilitate detailed project reporting in a web-based environment that is accessible to all parties and easy to use. The MBTA is in the process of implementing e-Builder on an enterprise level and functionality will be rolled out in a phased approach. E-Builder shall be used for managing documents, communications and costs for the Project. E-Builder will be used for all Project actions including, but not limited to: creation and management of meeting events; creation, distribution, and archiving of meeting minutes; initiation, review, comment/address and finalization of submittals and RFIs; initiation, review, comment/address and finalization of NCRs; uploading, storing, transferring, archiving, distributing and managing all project documents; initiation, review, comment/address and finalization of any document review forms or processes; initiation, updating, and finalization of invoices and partial pay requests; initiation, updating, and finalization of Task Order execution (Professional Services); creation and management of a high-level milestone schedule (including CPM schedule, if applicable); creation and management of the project contact list; and initiation, archiving, distribution and finalization of all project correspondence. The Contractor shall submit and maintain all contract documentation and manage the contract/project utilizing the e-Builder project management system to its fullest capabilities unless otherwise directed or approved by the Owner in writing. The Contractor must use the Owner's file naming convention within e-Builder. The Owner reserves the right to make amendments to these requirements at any time during the course of the project.

1.2 EQUIPMENT

- A. Contractor shall make available, on a daily basis, to its staff assigned to the contract the following computer and communications resources for use with e-Builder:
1. Computer: Minimum Intel Pentium® 4 Processor 2.4 GHz or equivalent processor with 512MB of RAM; 2GB of RAM, or higher.
 2. Computer Operation System: Windows 7 or later OR OS X v10.8 or later Windows XP or newer.

3. Web Browser: Microsoft Internet Explorer 7.0 or newer, Internet Explorer ™ 11.0 or later; Google Chrome ™ v29.0.1 or later; Mozilla Firefox™ 35.0.1 or later; Safari™ 6.0.4 or later; Safari for iOS™ mobile v6 or later
 4. Work and Spreadsheet Processors: Microsoft Office Word, Excel, and Outlook.
 5. Please see section of specifications detailing Project Controls and Reporting requirements
 6. Internet Service Provider: A reliable ISP in the area of the Project.
 7. Connection Speed/Minimum Bandwidth: DSL, ADSL or T1 Line for transferring a minimum of 3 Mbps Downstream and 512 Kbps Upstream.
 8. Adobe Acrobat Reader (current version is a free distribution for download).
- B. The Owner shall provide a license to the Contractor on an as needed basis at no cost to the contractor.
1. Each user license is for access to the site consisting of unlimited data storage. Users can be direct employees of the Contractor as well as its Subcontractors and/or Suppliers.
 2. Training will be provided by the Owner as required at no additional cost to the Contractor.

1.3 DETAILS

- A. Contractor shall visit the Project web site as necessary, to be kept fully appraised of Project developments, for correspondence, assigned tasks and other matters that transpire on the site. These may include but are not limited to: Contracts, Contract Exhibits, Contract Amendments, Drawing Issuances, Addenda, Bulletins, Permits, Insurance & Bonds, Safety Program Procedures, Safety Notices, Accident Reports, Personnel Injury Reports, Schedules, Site Logistics, Progress Reports, Daily Logs, Non-Conformance Notices, Quality Control Notices, Punch Lists, Meeting Minutes, Requests for Information, Submittal Packages, Substitution Requests, Monthly Payment Request Applications, Supplemental Instructions, Construction Variation Directives, Potential Variation Orders, and the like. All supporting data including but not limited to shop drawings, product data sheets, manufacturer data sheets and instructions, method statements, safety MSDS sheets, Substitution Requests and the like will be submitted in digital format via e-Builder.
- B. All submittals (shop drawings, catalog cuts, etc.) and RFIs shall be submitted in electronic form via the e-Builder system. Hard copies of the submittals and RFIs, including product samples that inherently cannot be converted to electronic format, shall be simultaneously delivered to the design engineer for review. Submittal review period shall commence upon

receipt of the hard copy submittal by the design engineer. Reviewed hard copies shall be returned to the Contractor simultaneously with the electronic version on e-Builder.

- C. Contractor shall fully comply and utilize all forms, processes, and modules of e-Builder as directed by the Owner, including any forms or processes or modules that are developed throughout the project lifecycle.
- D. In addition to the standard closeout submittal requirements detailed in Section 01700, the Contractor shall also submit all closeout documents including all "As-Built Drawings", catalog cuts and Owner's Operation and Maintenance manuals in digital format. All closeout documents (including shop drawings and as-built drawings) shall be converted or scanned into the Adobe Acrobat (.PDF) file format and uploaded to e-Builder.
- E. No separate measurement or payment will be made for work required under this section. All costs in connection therewith will be considered incidental to the item of work to which they pertain.

END OF SECTION

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

PART 4 - MEASUREMENT AND PAYMENT

1.4 GENERAL

- A. No separate measurement or payment will be made for work required under this section. All costs in connection therewith will be considered incidental to the item of work to which they pertain.

END OF SECTION